



GENERAL GRANT INSTRUCTIONS AND GUIDELINES

Eligibility

Public, private, and parochial schools are eligible for Entry Level Artist in Residence, Artist in Residence, Arts Education Project, and Arts Education for Underserved Population grants.

School Districts are eligible for Entry Level Artist in Residence, Artist in Residence, Arts Education Project, and Arts Education for Underserved Population grants.

Nonprofit organizations (e.g. retirement centers, community centers, hospitals, museums, arts councils, juvenile facilities) are eligible for Entry Level Artist in Residence, Artist in Residence, Arts Education Project, Community Arts Education, and Arts Education for Underserved Population grants.

Grantees who have not submitted final report forms or met previous financial obligations are not eligible. If you are unsure about your school, school district, or nonprofit organization's eligibility, call the Utah Arts Council/Arts Education (UAC/AE) staff at 801-236-7543 or 801-236-7541.

Mail Or Hand Delivered

You may apply for only one grant.

Applications submitted by **mail** must be **postmarked** by March 1, 2004. We suggest you obtain a hand-canceled receipt from your post office. Mail applications to: Utah Arts Council, Arts Education, 617 East South Temple, Salt Lake City, UT 84102.

Hand **delivered** applications are due to the arts education office no later than 5:00 p.m. March 1, 2004. (Make sure you collect a receipt.) Deliver applications to: Utah Arts Council, 617 East South Temple, Salt Lake City.

Incomplete, late, unsigned, metered, hand written narratives, or faxed applications are not accepted. No Exceptions.

First Time Applicants must consult with an Arts Education (AE) staff person prior to submitting an application. These consultations may be on site or by phone. To schedule a consultation, call the AE office at (801)236-7542, 7543 or 7541.

Drafts

AE staff will review drafts of applications. **Drafts** may be faxed to the AE office **before** February 13, 2004. Fax to (801)236-7556. Remember **FINAL** applications cannot be faxed.



GENERAL GRANT INSTRUCTIONS AND GUIDELINES

Application Format Instructions

To help us prepare your application for panel review, and because panelists must be able to read a substantial amount of material easily:

- ☐ Do not recreate or reformat grant applications using your computer.
- ☐ Applications should be typed.
- ☐ Applications must be clear and dark enough to duplicate.
- ☐ Do not staple, bind, use sheet protectors, or notebooks.
- ☐ Submit the original application, complete with original signatures.
- ☐ Optional attached supplemental materials should be appropriate to this project. You must include two sets.

Narrative Questions:

- ☐ Each page of narrative must indicate at the top:
 - Name of the school, school district, or organization.
 - City.
 - Name of on-site coordinator.
- ☐ Retype questions prior to answering.
- ☐ Single space between paragraphs.
- ☐ Use 8 ½ X 11 inch white paper, one side only.
- ☐ Use margins of at least one inch on the top, bottom, and sides of all pages.
- ☐ Use at least 12-point, Arial or Times New Roman font.

Supplemental Materials may include, but are not limited to:

- ☐ An assessment tool.
- ☐ Reports of past funding successes.
- ☐ One page description of partners and/or school feeder system.
- ☐ Please **do not** include letters of support for your school, school district, nonprofit organization, or this project.

Review Criteria

Each grant application has review criteria and narrative questions. The review criteria will be used to determine which grants are funded fully, partially or not at all. Keep these criteria in mind as you complete the various forms and respond to the narrative questions.



GENERAL GRANT INSTRUCTIONS AND GUIDELINES

Choosing Your Artist

NEW Applications must be completed with an artist already on board. Contact your artist of choice prior to submitting your application to confirm their availability and to align project goals, content and concept. Approved artists are found in the Arts Education Artist Roster online at www.arts.utah.gov/ae/artistsroster.html. You must choose an artist from the Arts Education Artist Roster unless your artist of choice has a known national and/or international reputation. If you are using such an artist, you must submit with your application documentation of their work such as playbills, press packets, *raisonnés*, vitae, resumes, exhibition lists, touring schedules, or publication lists. The UAC/AE board chair will determine if an artist can be used for the project for which you are applying.

How To Complete Your Application

Use the COMPLETION KEY to fill out the boxes number by number. The number in the box corresponds with a written definition, description, or formula found on the completion key.

UAC/AE Grant Money May Be Used For:

- ☐ Artist's fees, travel, salaries, food, housing, preparation time, and limited supplies and equipment tied to the instructional components of this proposal.
- ☐ Artistic companies tied to the instructional components of this proposal.
- ☐ Artistic expertise, (e.g. choreographers, composers, playwrights).
- ☐ Artist/teacher partnerships (e.g. teachers participating in the creation and learning of an art form with an artist).

UAC/AE Grant Money CANNOT Be Used For:

- ☐ Employment of permanent staff.
- ☐ Ongoing faculty for instruction that should be provided by the local school or district.
- ☐ Busses for field trips.
- ☐ Tickets for performances unless the event is an integral part of the goals, objectives and outcomes of this proposal.
- ☐ Start up costs associated with the establishment of any organization.
- ☐ Individuals (applying as individuals) or individual curriculum development projects
- ☐ Replacement funds for current programming.
- ☐ Final product as opposed to process driven projects, e.g. costumes, travel costs for competitions, permanent art installations, festivals, fairs.
- ☐ Excessive expenditures on consumable materials and supplies.
- ☐ Operational expenses for festivals, fairs, competitions, etc.
- ☐ General operating support.
- ☐ Projects or activities funded through other UAC programs.
- ☐ Medical or therapeutic services. Projects, however, may include artists in therapeutic settings.
- ☐ Scholarships to universities, colleges or other forms of student financial aid.



GENERAL GRANT INSTRUCTIONS AND GUIDELINES

UAC/AE Grant Money CANNOT Be Used For (continued):

- ❑ Purchases of permanent equipment or other capital expenditures. School may request assistance toward instructional equipment if it relates to this proposal.
- ❑ Competitions and awards programs.
- ❑ Commission of new works or permanent art installations not connected to instructional components and the goals, objectives and outcomes of this proposal.
- ❑ Stipends for conferences, consultants and/or specialists for inservices.

**The Utah Arts Council/Arts Education program is funded in part
by the Utah Legislature and the National Endowment for the Arts.**



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Where ideas connect™



NONPROFIT ORGANIZATION ARTS EDUCATION PROJECT GRANT DESCRIPTION, REVIEW CRITERIA, AND CHECKLIST

Arts Education Project grants are for any nonprofit organization implementing advanced and innovative arts education initiatives implemented over the course of the fiscal year (July 1, 2004 - June 30, 2005). Projects may include different artistic disciplines. This is not a residency grant. This is not a multiple residency grant.

The maximum grant award for this project is \$10,000 with a 1:1 match.

Review Criteria

When reviewing applications, panelists look for the following information upon which to base their decisions for funding:

- ☐ Is the application complete?
- ☐ Have *all* the narrative questions been answered?
- ☐ Does the application provide evidence that the organization is able to carry out the goals and objectives of the project?
- ☐ Is the artist(s) both artistically and educationally qualified?
- ☐ Has the applicant completed all reports and obligations for past grants?
- ☐ Has the artist(s) been contacted and been an integral part of the planning?

Final Checklist for Mailed Submissions

****Do not staple, bind, use sheet protectors, or notebooks on any part of your application- use paperclips only.****

- ☐ **Grant Cover and Statistical Form**
- ☐ **Individual Artist Budget Form(s)**
- ☐ **Budget Summary/Matching Funds Form**
- ☐ **Narrative**
- ☐ **Signature Form**
- ☐ 2 sets of **Supplemental Materials** (optional)
- ☐ Copy of IRS letter of designation or other **Proof Demonstrating Nonprofit Status**.

If some of this does not make sense, keep reading there is an item-by-item key that explains further.

**NONPROFIT ORGANIZATION
ARTS EDUCATION PROJECT
COMPLETION KEY**

Use the key below to ensure accuracy when completing your application. **The numbers below refer to the numbers in the Grant Cover and Statistical Form, Individual Artist Budget Form, Budget Summary and Matching Funds Form boxes, Narrative, and Signature Form.**

#1-19 GRANT COVER AND STATISTICAL FORM

1. Name of your organization.
2. Street address of your organization.
3. City of your organization.
4. Zip code for your organization.
5. County for your organization.
6. Person at the organization authorizing this project and is responsible for assuring matching funds (i.e. director or coordinator).
7. Title of person entered in box 6.
8. Home and work phone numbers for your authorizing official.
9. Your authorizing official's email: Please help us contact them electronically.
10. The on site coordinator is the person who we may call often. This person will need to be familiar with all of the paperwork and schedule requirements, handbook guidelines, financials, and much more. This person coordinates the whole residency and is the lead contact for our agency. This person may be a director, coordinator, programmer, or administrator.
11. Home and work phone for your on site coordinator. Don't worry, only if necessary we will call them at home.
12. HOME street address for your on site coordinator. This address is extremely important because planning often takes place in the summer. We also send the grant award letters to the home of the on site coordinator. (You wouldn't want to miss finding out if you got your grant!)
13. HOME city for your on site coordinator.
14. HOME zip code for your on site coordinator.
15. Your on site coordinator's email. We like to use this method of communication.
16. This is the 9-digit number found on the organization's federal 990 form.
17. Check special populations to be involved in this project. DO NOT check the boxes just because you have special populations in your organization's constituency.
18. U.S. Congressional District Representative for your organization.



NONPROFIT ORGANIZATION ARTS EDUCATION PROJECT COMPLETION KEY

19. Representative(s) and senators(s) to the Utah legislature: Your organization may have more than one representative and senator. List all that apply. If you do not know the representative or senator for your organization call (801)538-1029 or visit www.utah.gov/government/legislative.html.

#20-38 INDIVIDUAL ARTIST BUDGET FORM

20. The UAC/AE program provides grant money to cover artists' salary, travel, lodging, and food costs. In addition, a limited amount of funding for supplies and equipment can be requested. Use the *Individual Artist Budget Form* to request funds for the items listed above. **As a reference, a sample has been provided for you (see pages 12-15).**

NEW Applications must be completed with an artist already on board. Contact your artist(s) of choice prior to submitting your application to confirm their availability and to align project goals, content and concept.

An Arts Education for Underserved Populations grant may involve more than 1 artist. Complete the *Individual Artist Budget Form* for EACH artist. You must choose an artist(s) from the Arts Education Artist Roster unless your artist of choice has a known national and/or international reputation. If you are using such an artist, you must submit with your application documentation of their work such as playbills, press packets, *raisonnés*, vitae, resumes, exhibition lists, touring schedules, or publication lists. The UAC/AE board chair will determine if an artist can be used for the project for which you are applying.

If you are using an artistic company (i.e. Utah Opera, Repertory Dance Theatre) to augment this project, USE box 44 on the *Budget Summary Form*, NOT the *Individual Artist Budget Form*.

21. Your organization's name.
22. Your organization's city.
23. The name of your on site coordinator.
24. The name of your artist of choice.
25. The discipline of your artist of choice (Dance, Film/Video, Literature, Music, Multicultural, Multidiscipline, Storytelling, Theatre, or Visual Art).
26. The home city of your artist of choice.
27. The home state of your artist of choice.
28. After you speak with your artist of choice, briefly describe the project activities in which THIS ARTIST will be involved. (Feel free to sneak a peek at the *Individual Artist Budget Form samples* provided for reference.)

**NONPROFIT ORGANIZATION
ARTS EDUCATION PROJECT
COMPLETION KEY**

29. If you are requesting grant monies to cover the cost of materials/supplies THIS ARTIST will need, list the materials/supplies. (NOTE: You can only request \$400 worth of supplies. If you have more than one artist you will have to split the \$400 between them.)
30. If you are requesting grant monies to cover the cost of equipment (i.e. kiln, Orff instruments,) required by THIS ARTIST, list the equipment. (NOTE: You can only request \$400 worth of equipment. If you have more than one artist you will have to split the \$400 between them.)
31. Enter the number of hours you will be working with THIS ARTIST each day in the first line. (If the number of hours the artist varies each day, enter an average.) Enter the hourly wage you will be paying THIS ARTIST in the second line. (Artists listed in the *Arts Education Artist Roster* expect at least \$30 per hour.) Enter the number of days you will be working with THIS ARTIST in the third line. Calculate the total salary. These details will be covered in your conversations with your artist. This is a **tricky box** to complete. Once you enter the numbers into their respective lines, take the number of hours and multiply them by the number of days to double check your entry. Ask yourself, "Does it total the number of hours I expect the artist to work with my constituents?"
32. If your artist will be driving more than 100 miles round trip to your project site, you should count on paying for any additional miles above and beyond the initial 100 miles per trip at \$0.30 per mile. [For example: If your artist will be traveling 150 miles round trip, you should count on paying \$15.00 (50 x \$0.30) each time they will be required to travel to your site.] If your artist is coming from out-of-state, you should count on paying for a compact or midsize rental car and their flight.
33. If your artist is from out-of-state or is traveling more than 75 miles from home they may require lodging. Enter the number of days your artist will need lodging and at what rate you will be charged by the hotel/motel. The state rate ranges between \$63-68 (excluding tax) depending on the area. Plan on \$68 for the Salt Lake Valley, \$65 for the Moab area, and \$63 for the Ogden, Provo, Orem area. Areas not listed above are required to stay within the range. Therefore, you are under no obligation to put your artist up at the Hilton.
34. Artists need to eat too! If your artist is working or traveling during normal eating hours, plan to cover their costs. The state allows for \$26 per day. Plan on \$5 for breakfasts, \$7 for lunches, and \$14 for dinners.
35. Approximate the cost of the materials/supplies listed in box 29. Please do a little research on the cost of your materials/supplies or ask the artist who is requesting these materials.
36. Approximate the cost of the equipment listed in box 30. Please do a little research on the cost of your equipment.
37. Total boxes 31-36. This is the total amount you are requesting from the Utah Arts Council/Arts Education program for THIS ARTIST.



NONPROFIT ORGANIZATION ARTS EDUCATION PROJECT COMPLETION KEY

38. It is best to complete this budget with the artist for accuracy. If possible, run the final numbers by the artist prior to submission.

#39-47 BUDGET SUMMARY

39. The *Budget Summary* is completed by totaling EACH *Individual Artist Budget Form*. **As a reference a sample has been provided for you (see page 16).**
40. Your organization's name.
41. Your organization's city.
42. Your on site coordinator's name.
43. Total boxes 31-34 of EACH *Individual Artist Budget Form*. Add the totals together. Enter the final total here.
44. If you are using an artistic company, enter their fee here. Remember, their services must be related to your overall project activities.
45. Take box 35 of EACH *Individual Artist Budget Form* and add them together. Enter the total here.
46. Take box 36 of EACH *Individual Artist Budget Form* and add them together. Enter the total here.
47. Total boxes 43-46. **This is the amount your organization is requesting as a grant. The maximum amount your organization can request is \$10,000.**

#48-63 MATCHING FUNDS

48. The total in box 47 must be matched 1:1 with non-UAC funds. The funds matched can be from this and other arts projects happening at your organization. The funds do not need to be direct costs of this project. For example, if you are bringing in more artists for this project or other arts projects during the fiscal year of July 1, 2004- June 30, 2005, using non-UAC funds, those costs can be used as matching funds.
49. Check the box that is closest to your organization's yearly budget. If your organization's yearly budget is under \$100,000, seventy-five percent of your matching funds can be IN-KIND. If your organization's budget is between \$100,000 and \$199,999, fifty percent of your matching funds can be IN-KIND. If your organization's budget is \$200,000 or greater, twenty-five percent of your matching funds can be IN-KIND.

**NONPROFIT ORGANIZATION
ARTS EDUCATION PROJECT
COMPLETION KEY**

50. If any administrator works above and beyond their regular workweek and is PAID for their extra time, it is considered a CASH match. If any administrator devotes a certain percentage of their time to this project, that percentage of their salary can be considered a CASH match. If any administrator works above and beyond their regular workweek and is NOT PAID, it is considered an IN-KIND match.
51. If any support staff works above and beyond their regular workweek and is PAID for their extra time, it is considered a CASH match. If any support staff devotes a certain percentage of their time to this project, that percentage of their salary can be considered a CASH match. If any support staff works above and beyond their regular workweek and is NOT PAID, it is considered an IN-KIND match.
52. If any volunteers devote time and effort to this project, their time is considered a match. If the volunteer is NOT PAID, estimate the number of hours you think they might devote to this project and multiply that by the minimum wage. This is considered an IN-KIND match.
53. If you are using space for a community arts event that otherwise could be rented, the rental fee is considered an IN-KIND match. If you must rent space for this or any other arts related projects, the fee is considered a CASH match.
54. Office supplies, telephone and utilities costs directly related to this project or any other arts project are considered matching funds.
55. Organizations often print flyers and invitations to send to constituents or make posters announcing their arts events. These costs are direct matching funds. Any additional publicity that is donated is an IN-KIND match.
56. If you have other artists coming to your organization to work with your constituents on this project or any other, you can use their salary as a match. List the names of the artist and their salary or fee. If your organization has an art specialist, a percentage of their salary can be used as a CASH match.
57. If you are paying the travel of additional artists (in addition to those listed in the *Individual Artist Budget Form*) to come to your organization it is considered matching funds.
58. If you need more than \$400 worth of instructional materials/supplies for this project, list the supplies and approximate their costs. If your school will be purchasing arts materials/supplies between July 1, 2004 and June 30, 2005 not related to this project, 75% of the cost could be considered matching funds.
59. If you need more than \$400 worth of equipment for this project, list the equipment and approximate the cost. If your school will be purchasing arts equipment between July 1, 2004 and June 30, 2005 not related to this project, 75% of the equipment cost could be considered matching funds. It would be even better if the equipment purchased were related to this project, then the total cost is considered matching fund and the UAC/AE program could cover \$400 of the purchase.



NONPROFIT ORGANIZATION ARTS EDUCATION PROJECT COMPLETION KEY

60. List specifically those expenses related to this project that do not fall under the above categories and approximate their costs.
61. Total boxes 50 – 60. Enter the total here. This amount must be greater than or equal to box 47.
62. List where the funding amount in box 61 came from. Across from the source, enter how much money will be coming from that particular source. (Examples being: Title IX, Title I, Administrative Salaries, Supply Budget, Travel Budget, etc.) REMEMBER to place an asterisk next to donated goods and services (items and services you would have had to pay for if they had not been donated to your project). **See the *Budget Summary/Matching Funds Form* sample (page 16) for more detail.**
63. This amount should equal box 61.

#64 NARRATIVE

64. This is the “Narrative” portion of your grant. Use at least 12-point, Arial or Times New Roman font. Answer all the questions completely. Do not use “not applicable” on any of the questions.
- Each page of narrative must indicate at the top:
 - **Name of the school.**
 - **City.**
 - **Name of on-site coordinator.**
 - Retype questions prior to answering.
 - Single space between paragraphs.
 - Use 8 ½ X 11 inch white paper, one side only.
 - Use margins of at least one inch on the top, bottom, and sides of all pages.

#65-67 SIGNATURE FORM

65. This is your signature page. All signatures must be original. Do not use stamps or forge someone’s signature.
66. Please type the name of the person authorizing this project and is responsible for assuring matching funds. Please have them sign across from their name.
67. Please type the name of the person coordinating this project. This person will be UAC/AE’s main contact at your organization. Please have them sign across from their name.

**20. INDIVIDUAL ARTIST BUDGET FORM (SAMPLE) (SAMPLE) (SAMPLE)******DUPLICATE THIS FORM FOR EACH ARTIST****

21. Applicant Name	YWCA	22. City	Salt Lake City
23. On Site Coordinator	Mary Doe		

24. Artist's Name	Paul Jakubowski	25. Discipline	Visual Art
26. Home City	Park City	27. Home State	UT

28. Artist's Project Activities
Paul will conduct four, 2-hour workshops for administrators and support staff in mural planning, design and execution. He will also begin the planning and design process with 20 children from the after school program for four, 2-hour periods.

29. List required instructional materials/supplies for which grant funds are requested
Six gallons of paint, one gallon primer, one gallon sealer, 15 one-inch square poly brushes, 4' x 5' sheets of 1/2 -inch masonite, and three drop cloths.

30. List required equipment for which grant funds are requested
None

31.	Artist's Salary = Total # Hours <u>16</u> x Salary <u>30</u> (Roster Artists \$30 / All Other Artists \$30 minimum) Approximately how many days will your artist of choice be working with your school/organization? <u>4</u>	\$ 480
32.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 0
33.	Lodging = <u> </u> days @ \$ <u> </u> per day	\$ 0
34.	<u>(\$7 X 4 lunches)</u> Per diem (food) =	\$ 28
35.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 300
36.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
37.	TOTAL for THIS ARTIST	\$ 808

38. Has this budget been approved by this artist?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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20. **INDIVIDUAL ARTIST BUDGET FORM (SAMPLE) (SAMPLE) (SAMPLE)******DUPLICATE THIS FORM FOR EACH ARTIST****

21. Applicant Name	YWCA	22. City	Salt Lake City
23. On Site Coordinator	Mary Doe		

24. Artist's Name	Fidencio Duran (Texas Artist Roster)	25. Discipline	Visual Art
26. Home City	Austin	27. Home State	TX

28. **Artist's Project Activities**

Fidencio will provide a lecture about community murals throughout the southwest. In addition, he will share his public art murals through slides, discussing the intent and the processes he uses from conception to execution. He will also assist the 20 children in creating a 3' x 4' piece for installation in the YWCA's front foyer.

29. **List required instructional materials/supplies for which grant funds are requested**

Eight gallons of paint.

30. **List required equipment for which grant funds are requested**

None

31.	Artist's Salary = Total # Hours <u>40</u> x Salary <u>30</u> (Roster Artists \$30 / All Other Artists \$30 minimum) Approximately how many days will your artist of choice be working with your school/organization? <u>10</u>	\$ 1,200
32.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 600
33.	Lodging = <u>13</u> days @ \$ <u>47.50</u> per day	\$ 617.50
34.	(13 days @ \$26 per day) Per diem (food) =	\$ 338
35.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 92
36.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
37.	TOTAL for THIS ARTIST	\$ 2,848

38. Has this budget been approved by this artist?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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20. INDIVIDUAL ARTIST BUDGET FORM (SAMPLE) (SAMPLE) (SAMPLE)
****DUPLICATE THIS FORM FOR EACH ARTIST****

21. Applicant Name	Green Elementary	22. City	Salt Lake City
23. On Site Coordinator	Mary Doe		

24. Artist's Name	Rosalind Newmark	25. Discipline	Dance
26. Home City	Salt Lake City	27. Home State	UT

28. Artist's Project Activities
Rosalind will conduct a 2-hour workshop for administrators and support staff in creative movement, improvisation, and composition. She will also, for 8 hours, assist the 20 children in creating a dance that reflects the mural.

29. List required instructional materials/supplies for which grant funds are requested
None

30. List required equipment for which grant funds are requested
None

31.	Artist's Salary = Total # Hours <u>10</u> x Salary <u>30</u> (Roster Artists \$30 / All Other Artists \$30 minimum) Approximately how many days will your artist of choice be working with your school/organization? <u>10</u>	\$ 300
32.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 0
33.	Lodging = <u> </u> days @ \$ <u> </u> per day	\$ 0
34.Per diem (food) =	\$ 0
35.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 0
36.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
37.	TOTAL for THIS ARTIST	\$ 300

38. Has this budget been approved by this artist?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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20. **INDIVIDUAL ARTIST BUDGET FORM (SAMPLE) (SAMPLE) (SAMPLE)******DUPLICATE THIS FORM FOR EACH ARTIST****

21. Applicant Name	Green Elementary	22. City	Salt Lake City
23. On Site Coordinator	Mary Doe		

24. Artist's Name	Heidi Hart	25. Discipline	Literary Arts
26. Home City	Salt Lake City	27. Home State	UT

28. **Artist's Project Activities**

Heidi will conduct a 1-hour workshop for administrators and support staff on rhyme, rhythm, work choice and metaphor. She will assist, for 8 hours, the 20 children in creating poetry that reflects the mural.

29. **List required instructional materials/supplies for which grant funds are requested**

None

30. **List required equipment for which grant funds are requested**

None

31.	<p>Artist's Salary = Total # Hours <u>9</u> x Salary <u>30</u> (Roster Artists \$30 / All Other Artists \$30 minimum) Approximately how many days will your artist of choice be working with your school/organization? <u>9</u></p>	\$ 270
32.	Travel (airfare, car rental, or personal vehicle mileage)	\$ 0
33.	Lodging = _____ days @ \$ _____ per day	\$ 0
34. Per diem (food) =	\$ 0
35.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$ 0
36.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$ 0
37.	TOTAL for THIS ARTIST	\$ 270

38.	Has this budget been approved by this artist?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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39. BUDGET SUMMARY (SAMPLE) (SAMPLE) (SAMPLE) (SAMPLE)			
40. Applicant Name	YWCA	1. City	Salt Lake City
42. On Site Coordinator	Mary Doe		

43. Total artists' salaries, travel, lodging, per diem (totals taken from EACH <i>Individual Artist Budget Form</i>)	\$ 3,774
44. Artistic company fees to augment this project	\$ 0
45. Total project instructional materials/supplies (not to exceed \$400)	\$ 392
46. Total project equipment (not to exceed \$400)	\$ 0
47. TOTAL UAC/AE grant funds requested	\$ 4,166

48. MATCHING FUNDS (NON UAC FUNDS)		
The funds requested in box 47 must be matched 1:1.		
49.	\$0 - \$99,999 <input type="checkbox"/>	\$100,000 - \$199,999 <input checked="" type="checkbox"/>
		\$200,000 or greater <input type="checkbox"/>
	Rate	\$ Amount
50. Administration	After work time – 4 administrators X 11 hours each @ \$18 per hour.	\$ 792**
51. Support Staff	After work time – 4 staff members X 11 hours each @ \$10/hr. Support staff time – 2 staff members X 5 hrs for 12 days each @ \$10/hr. Support staff time – 2 staff members X 1 hr for 16 days @ \$10/hr.	\$ 440** \$ 1,200 \$ 320
52. Volunteers/Non-Staff	Non-staff assistance -- 2 assistants for X 5 hours for 12 days each @ 8/hr. 2 assistants X 1 hr for 16 days @ \$8/hr.	\$ 960** \$ 256**
53. Facility Rental/Use		\$ 0
54. Office Supplies, Telephone, Utilities		\$ 0
55. Publicity	Printing flyer	\$ 60
56. Additional Artists' Salaries	List names and rates below: Kate Jones, staff visual art specialist, \$6,000/year @50%=\$3,000	\$ 3,000
57. Additional Artists' Travel		\$ 0
58. Additional Instructional Materials/Supplies	10 gallon paint @ \$11.50/gallon	\$ 115
59. Equipment	Use of scaffolding 2 days at \$50/day	\$ 100**
60. Miscellaneous SPECIFY	Food and beverages for opening	\$ 300
61.	TOTAL MATCHING FUNDS	\$ 8,181

62. List the sources and amounts of the matching funds for this project (ASTERISK in-kind donations)	
Salaries	\$ 4,520
Salaries \$2,448 **Sherwin Williams \$600	\$ 3,048
Marketing Budget	\$ 360
Office Supplies Budget	\$ 253
63.	TOTAL \$ 8,181



NONPROFIT ORGANIZATION ARTS EDUCATION PROJECT GRANT COVER AND STATISTICAL FORM

Grant Application
Funding for July 1, 2004 – June 30, 2005

1. Organization's Name			
2. Street Address			
3. City		4. Zip Code	
5. County			
6. Authorizing Official's Name			
7. Authorizing Official's Title		8. Phone with Area Code	Home
			Work
9. Authorizing Official's Email			
10. On Site Coordinator's Name		11. Phone with Area Code	Home
			Work
12. HOME Street Address			
13. HOME City		14. HOME Zip Code	
15. On Site Coordinator's Email			
16. Federal Employer Identification Number (9-digits)			
17. Check special populations <u>to be involved in this project</u>	Physical Disabilities <input type="checkbox"/>	Low Income <input type="checkbox"/>	Senior Citizens <input type="checkbox"/>
	Learning Disabilities <input type="checkbox"/>	ESL <input type="checkbox"/>	Other <input type="checkbox"/>
Institutionalized <input type="checkbox"/>	Reservation Populations <input type="checkbox"/>		
18. U.S. Congressional District Representative	Cannon <input type="checkbox"/>	Hansen <input type="checkbox"/>	Matheson <input type="checkbox"/>
19. UTAH LEGISLATORS			
Representative(s)		Senator(s) IT IS NOT Bennett or Hatch	

**20. INDIVIDUAL ARTIST BUDGET FORM******DUPLICATE THIS FORM FOR EACH ARTIST****

21. Applicant Name		22. City	
23. On Site Coordinator			

24. Artist's Name		25. Discipline	
26. Home City		27. Home State	

28. Artist's Project Activities

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29. List required instructional materials/supplies for which grant funds are requested

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30. List required equipment for which grant funds are requested

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31.	Artist's Salary = Total # Hours _____ x Salary _____ (Roster Artists \$30 / All Other Artists \$30 minimum) Approximately how many days will your artist of choice be working with your school/organization? _____	\$
32.	Travel (airfare, car rental, or personal vehicle mileage)	\$
33.	Lodging = _____ days @ \$ _____ per day	\$
34.	_____ Per diem (food) =	\$
35.	Supplies (Total <u>grant</u> supply funds cannot exceed \$400)	\$
36.	Equipment (Total <u>grant</u> equipment funds cannot exceed \$400)	\$
37.	TOTAL for THIS ARTIST	\$

38. Has this budget been approved by this artist?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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39. BUDGET SUMMARY			
40. Applicant Name		41. City	
42. On Site Coordinator			

43. Total artists' salaries, travel, lodging, per diem (totals taken from EACH <i>Individual Artist Budget Form</i>)	\$
44. Artistic company fees to <i>augment this project</i>	\$
45. Total project instructional materials/supplies (not to exceed \$400)	\$
46. Total project equipment (not to exceed \$400)	\$
47. TOTAL UAC/AE grant funds requested	\$

48. MATCHING FUNDS (NON UAC FUNDS)		
The funds requested in box 47 must be matched 1:1.		
49.	\$0 - \$99,999 <input type="checkbox"/>	\$100,000 - \$199,999 <input type="checkbox"/>
		\$200,000 or greater <input type="checkbox"/>
	Rate	\$ Amount
50. Administration		
51. Support Staff		
52. Volunteers/Non-Staff		
53. Facility Rental/Use		
54. Office Supplies, Telephone, Utilities		
55. Publicity		
56. Additional Artists' Salaries	List names and rates below:	
57. Additional Artists' Travel		
58. Additional Instructional Materials/Supplies		
59. Equipment		
60. Miscellaneous SPECIFY		
61.	TOTAL MATCHING FUNDS	

62. List the sources and amounts of the matching funds for this project (ASTERISK in-kind donations)	
	\$
	\$
	\$
	\$
63.	TOTAL \$

**64. NARRATIVE** (please see completion key for instructions)

Name of organization:

City:

Name of on-site coordinator:

1. What is the greatest overall arts education need within your constituency?
2. How did you establish that need?
3. Describe your organization's current arts education programs.
4. Describe the planning process your planning team used in preparation for this application.
5. Who was involved in the planning?
6. What are your goals, objectives and activities for this project? Include desired arts making and arts learning outcomes and describe the role of artists and/or artistic companies in this project.
7. Describe how you will evaluate the effectiveness of your project beyond the standard UAC forms completed by the on site coordinator and participants (i.e. portfolios, pre-post measurements, on-going interaction with artist and staff, etc.).
8. If you have had past funding from the UAC/AE program, describe the impact on your organization (participant achievement, participant and/or staff attitude about the arts, increased community support for the arts, etc.).
9. How will you accommodate individuals with special needs?
10. Answer the following questions if schools are involved in this project:
 - a. Describe the specific school communities the project targets.
 - b. Do you plan to address the fine arts core curriculum through project activities and if so, how?
 - c. What strategies will the project use to assure on-going commitment from the faculty?
 - d. What arts education professional development opportunities, currently available, have the faculty of participating schools competed within the last 3 years?
11. Are any components of this grant using the Infinity Project or the RAM's initiative? If so, how?
(For more information on the Infinity Project and RAM, please visit our website at http://arts.utah.gov/ae/latest_information.html).



65. SIGNATURE FORM (please make sure this section is on its own page)

66. Authorizing Official

Name (typed)

Signature

67. On Site Coordinator

Name (typed)

Signature

Notification of panel decisions will be mailed in mid-June to the Authorizing Official, your Artist(s) of Choice, and the home address of the On Site Coordinator.

Grant funds are sent directly to the applying organization. (Funds will not be sent to umbrella organizations.)

Keep a copy of this grant for your records.